



COUNTY OF LOS ANGELES
DEPARTMENT OF PARKS AND RECREATION
"Creating Community Through People, Parks and Programs"

Russ Guiney, Director

March 3, 2008

TO: Each Supervisor

FROM: Russ Guiney
Director *Russ Guiney*

SUBJECT: **INDIAN FALLS AND INDIAN SPRINGS ESTATES ACTION
PLAN AND TIMELINE**

Attached are the monthly Action Plan and Timeline status reports for February 2008 as instructed by your Board on February 12, 2008. This action required that the first monthly status Report, (Attachment B) be submitted to your Board from the Department of Parks and Recreation, regarding the unmet Indian Falls and Indian Springs trail conditions.

A monthly coordinating meeting has been established with the Chief Executive Office, County Counsel, Regional Planning, Public Works, and Parks and Recreation to ensure all issues are addressed in the subject report.

If you have any questions, please contact me at (213) 738-2951 or your staff may contact Larry Hensley, Chief of Planning at (213) 351-5098.

RG:LH:FM

Attachments (2)

c: Bill T Fujioka, Chief Executive Officer
Executive Office, Board of Supervisors
Christina Salseda, County Counsel
Dean Efstathiou, Acting Director, Public Works
Bruce McClendon, Director, Regional Planning

TRAIL ACTION PLAN TIMELINE AND STATUS
INDIAN SPRINGS (T.M. 33622) AND INDIAN FALLS ESTATES (T.M. 42353)
MARCH 4, 2008

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
1	<ul style="list-style-type: none">DPR to write a letter to the Indian Springs HOA to negotiate a new easement on which to create a paved Decomposed Granite (DG) path. The letter will indicate that a stable DG path in this segment of the trail would be safer and more effective, but to create this, the County would need permission to establish a new easement.HOA will be given 30 days to respond.<i>In the event HOA does not respond or agree to request, please see * Alternative below on page 4.</i>	<div>Parks & Rec (DPR)</div> <div>HOA DPR</div>	<ul style="list-style-type: none">DPR prepared draft letter and submitted to County Counsel 2/20/08; Draft letter to be finalized and sent no later than 2/28/08.Response to County letter to be provided from HOA by 3/28/08.	<ul style="list-style-type: none">Letter to D. Smith, representative of management company for Indian Springs HOA, from L. Hensley of DPR, re trail easements along Iverson Rd. mailed via certified mail on 2/28/08.
	<p>If Indian Springs HOA approves new easement, the County will vacate the existing trail easement and relocate the trail:</p> <ul style="list-style-type: none">DPR and CEO/CP to establish cap project. Board letter would be required to approve the project.DPR will stake the centerline of the new alignment in cooperation with the Indian Springs HOA.DPR will request cost estimate from DPW/ Mapping & Property Mgmt (M&PM) to prepare legal description for relocated trail easement.DPR will authorize DPW/M&PM to survey and prepare legal description for relocated trail easement.DPR will authorize DPW/M&PM to process the trail vacation and re-alignment.DPW/M&PM to prepare necessary Board letter and associated documents, including the legal description, for the vacation of the existing trail easement and establishment of the relocated trail	<div>DPR & CEO/CP</div> <div>DPR</div> <div>DPR</div> <div>DPR</div> <div>DPR & DPW</div> <div>DPW</div>	<ul style="list-style-type: none">3/3/08 to 5/1/08 (9 weeks)3/31/08 to 4/10/08 (2 weeks)3/3/08 to 3/27/08 (4 weeks)3/31/08 to 11/14/08 (7.5 months)3/31/08 to 12/31/08 (9 months)1/6/09 Board letter approved	<ul style="list-style-type: none">This was previously accomplished; Capital Projects CP #77489.

ATTACHMENT B

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
	<p>easement.</p> <ul style="list-style-type: none">DPR trail crew to begin construction of trail on new easement:<ol style="list-style-type: none">Removal of existing sod and soilForm for curb edgingPour Concrete curbing and allow to curePlace and compact DG trailInstall signageSegment 1 of trail complete	DPR	<ul style="list-style-type: none">1/6/09 to 1/15/091/19/09 to 1/29/092/2/09 to 2/26/093/2/09 to 3/12/093/16/09 to 3/27/093/31/09	
2	<ul style="list-style-type: none">County needs to acquire an easement overlaying the existing Las Virgenes Water Company (LVWD) easement. The easement for this segment of the trail would be located adjacent to the rear yards of those homes facing La Quilla Drive in Indian Falls Estates.DPR has obtained, in concept (via e-mail), approval from LVWD for a realignment of the trail easement from La Quilla to a segment over the LVWD easement.DPR will prepare a letter to be sent informing the Indian Falls HOA of the County's intent to relocate the trail easement and solicit their support to realign the trail from the paved street portion along La Quilla Drive to the existing LVWD easement.DPW will prepare a letter to be sent to each of the five affected property owners requesting their approval to vacate and realign the trial easement. If all property owners do not agree, the easement will be within the paved portion of the street.<i>In the event HOA does not respond or agree to request, please see * Alternative below on page 4.</i>	<p>DPR & DPW</p> <p>DPR</p> <p>DPR</p> <p>DPW</p>	<ul style="list-style-type: none">DPR sent e-mail request to (LVWD) 2/6/08; response from (LVWD) via e-mail 2/14/08.Draft letter sent to County Counsel for review on 2/22/08; response from County Counsel due by 2/27/08. Letter to HOA by 3/3/08.DPW to prepare letter to property owners and send out by 3/17/08 requesting a response within in 30 days by 4/17/08.	<ul style="list-style-type: none">Completed.Letter to A. Guglielmi, President of Indian Falls HOA, from L. Hensley of DPR re realigning easement along LVWD ease-ment; mailed via certified mail on 2/28/08.

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	<p>If easements are approved, the County would vacate its current easement and acquire an easement overlaying the LVWD easement. The LVWD easement has a legal description and survey, which would be used for the County’s overlay easement.</p> <ul style="list-style-type: none">DPR will authorize DPW/M&PM to process the trail vacation and re-alignment.The Board letter will be written by DPW with assistance of DPR and CEO-RED.Trail improvements on new easement by DPR trails crew:<ol style="list-style-type: none">1. Install new culverts as required in two locations2. Minor grading for safety3. Install signageSegment 2 of Trail Complete	CEO/RED, DPR and DPW	<ul style="list-style-type: none">4/21/08 to 1/21/09 (9 months) to be handled by DPW1/27/09 Board letter approved2/2/09 to 2/23/09 (3 weeks)2/23/09 to 3/9/09 (2 weeks)3/9/09 to 3/16/09 (1 week)3/16/09	
3	<p>County owns the easement and is ready to proceed with signage and maintenance. However, DPR would wait until Segments 1 and 2 are constructed.</p> <p>Segment 3 of Trail Complete</p>	DPR	<p>Will be done concurrently with signage and maintenance of Segments 1 and 2.</p> <p>3/31/09</p>	
4	<p>Similar to Segment 3. County owns the easement and is ready to proceed with signage and maintenance. However, DPR will wait until Segments 1 and 2 are constructed.</p> <p>Segment 4 of Trail Complete</p>	DPR	<p>Will be done concurrently with signage and maintenance of Segments 1 and 2.</p> <p>3/31/09</p>	
5	<p>DPR to write a letter to the Indian Falls HOA to negotiate a new easement on which the HOA will create the trail. In exchange for use of that easement, the County will give up its current easement. This new easement would be less invasive then the existing trail. The HOA would be given 30 days to respond approving the new easement alignment.</p>	DPR HOA	<ul style="list-style-type: none">DPR completed draft letter to Indian Falls HOA on 2/25/08; County Counsel review to be completed by 2/28/08; send letter to HOA by 2/28/08.Response to County letter to be provided from HOA by 3/28/08.	<ul style="list-style-type: none">Letter to A. Guglielmi, President of Indian Falls HOA, from L. Hensley of DPR re exchange of easements for Segment 5 mailed via certified mail on 2/28/08.

ATTACHMENT B

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	<p>If easement is approved, the Indian Falls HOA would need to construct the trail. The County can provide assistance if necessary. DPR will give the HOA the name of the engineering consultant that the County has worked with to do similar trails.</p> <p><i>In the event HOA does not respond or agree to request, please see * Alternative below on page 4.</i></p>	<p>DPR</p> <p>HOA</p>	<ul style="list-style-type: none">DPR will provide engineer consultant contact and GPS data in the 2/28/08 letter to Indian Falls HOA.HOA and engineer required to provide DPR with a feasibility assessment, cost estimate, and proposed project timeline by 5/30/08.	

*** Alternative**

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
1, 2, and/or 5	<p><i>In the event none of the actions above prove to be amenable to the HOA's and/or the property owners, DPR would retain a design consultant OR request the services of DPW to prepare the necessary construction documents and specifications. The County would then construct a DG trail within the curbed roadway as previously discussed with all parties.</i></p> <p><i>Due to size and scope of project an Adopt, Advertise and Award Board letter may be recommended and thereby reducing total construction time and complexity by two months.</i></p>	<p>DPR & CEO/CP</p> <p>DPW</p>	<p>County Project (Administrative Actions):</p> <ul style="list-style-type: none">Establish C.P., ensure funds in place, obtain Board approval of project (2 months) 4/21/08 to 6/24/08.Transfer of project management role to DPW (2 weeks) by 7/8/08. <p>Design Process:</p> <ul style="list-style-type: none">Select/retain design consultant/design kickoff (1 month) by 8/8/08.Site analysis, surveying and mapping (2 weeks) by 8/22/08.Schematic plans and specifications (1 month) by 9/22/08.Review plans (1 week) by 9/29/08.50% construction docs and specs. (45 days) by 11/14/08.Review plans (1 week) 11/21/08.75% construction docs and specs.	

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
			<p>(30 days) by 12/22/08.</p> <ul style="list-style-type: none">• Review plans (1 week) by 12/29/08.• 100% construction docs and specs. (2 weeks) by 1/12/09.• Review final plans (2 days) by 1/14/09.• Obtain jurisdictional approval and permits (2 weeks) by 1/28/09. <p>Advertise Project:</p> <ul style="list-style-type: none">• Advertise Board letter (6 weeks) by 3/17/09.• Advertise project (1 month) 3/17/09 to 4/17/09. <p>Bid and Award:</p> <ul style="list-style-type: none">• Bid process and bid opening (2 weeks) through 5/1/09.• Award Board letter (6 weeks) on 6/16/09.• Award construction contract (2 weeks) by 6/30/09.• Contract review by County Counsel and in place (1 week) by 7/6/09.• Notify HOA's and property owners of the award (2 weeks) by 7/20/09. <p>Construction:</p> <ul style="list-style-type: none">• Mobilize contractor (2 months) by 9/21/09.• Demolition (1 week) by 9/28/09.• Survey for construction and stake (2 weeks) by 10/12/09.• Construction (90 days) completed by 1/11/10.• Final inspection and corrections (2 weeks) by 1/25/10.• Final walk-thru (1 week) 2/1/10.	

General Notes

	General Notes	Resp. Party	Comments	Status Update
1.	A standard meeting time for a monthly joint conference call has been established. This conference call is scheduled to take place on the 4 th Monday of each month. DPR is the coordinator of the conference call and meeting Agenda.	Representatives from the following departments: CEO, DPW, Regional Planning, County Counsel and DPR		First teleconference meeting held 3/3/08
2.	For ease of communications between County and HOA's, the County departments involved have agreed to provide correspondence to DPR for formal distribution to HOA's.	CEO, DPW, Regional Planning, County Counsel and DPR		Agreed to by all involved County Departments on 3/3/08
3.	All departments concurred that a " <i>Vacation Process with Conditions</i> ", would be the most efficient method to address matters regarding potential need to vacate trail easements when/where necessary.	CEO, DPW, Regional Planning, County Counsel and DPR		
4.	DPR will adjust schedule to reflect CEQA requirements. To be included in April 2008 Monthly Report to BOS.	DPR		
5.	Copies of Map prepared by DPR "INDIAN FALLS/INDIAN SPRINGS: TRAIL PLANNING" dated 2-21-2008, showing trail "Segments"/routing and trails conditions (Tract Map 42353, May 28,1982), distributed to each Department via e-mail by 3/4/2008	DPR		